

SMALL BUSINESS CHARTER

OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE (HEALTH AFFAIRS) SMALL BUSINESS INITIATIVE WORKING GROUP

A. Purpose and Scope

The Office of the Assistant Secretary of Defense (OASD) (Health Affairs) Small Business Initiative Working Group (SBIWG) is hereby established. The SBIWG is the group responsible for conducting in-depth reviews of the use and advancement of small, small disadvantaged, and small women-owned business in the Medical Health System (MHS). The scope of responsibility includes setting and meeting HMS-wide goals for the use of small businesses. The Working Group will assess compliance with approved strategic, programmatic, budgetary, technical and functional criteria. The Working Group will serve as a forum to facilitate the sharing of information, eliminate overlaps, and identify cross-functional issues and opportunities to improve the overall use of small businesses.

B. Working Group Functions

1. Conduct in-depth reviews of past and current compliance with the required use of small, small disadvantaged, and small women-owned businesses within the MHS.
2. Develop and make recommendations to MHS senior level executives regarding goals and practices for the use of MHS Small Business programs.
3. Facilitate the exchange and sharing of small business information between different MHS small business and procurement communities.

C. Membership

1. Working Group. The chief of Acquisition Management and Support, TRICARE Management Activity (TMA), or designee will chair the Working Group.
2. Voting Privileges. Voting privileges will be extended to Working Group members or their designated alternates only. There will be a total of four votes cast. Each of the three Services shall exercise one vote, which will reflect the consensus of its small business and procurement representatives; and TMA will cast one vote.

3. Principal Working Group Members.
 - a. Representatives from the small business and procurement office of TMA.
 - b. Representatives from the small business and procurement office of the Surgeon Generals.
4. Ex-Officio Members.
 - a. Representatives from the OSD Office of Small and Disadvantaged Business Utilization (OSADBU).

D. Chair Responsibilities

1. Call and chair Working Group meetings.
2. Seek and represent the Working Group consensus on issues discussed at Working Group meetings.
3. Represent the Working Group at presentations to MHS senior level executives.

E. Working Group Member Responsibilities

1. Advise the Chair regarding Service and MHS positions related to the Small Business Initiative.
2. Participate in assessments of small business practices within MHS.
3. Implement Working Group decisions.
4. Represent the Working Group to their respective Services and organizations.
5. Designate an alternative representative in cases when the primary working Group member is absent.

F. Advisory and Assistance Support

1. Support services shall be provided by Health affairs.

G. Operation

1. The Chief of Acquisition Management and Support, TRICARE Management Activity, may designate an acting Chair.
2. Contracted support will perform Executive Secretary functions. The Executive Secretary will call meetings at the direction of the Chair, prepare The agenda, records and other meeting materials, and provide administrative support as necessary. The Executive Secretary will maintain records of Working Group decisions and assigned actions.
3. The Working Group will meet regularly and frequently during the first phase of program definition, and then meet semi-annually to review program implementation, unless otherwise directed by the Chair.

H. Deliverables

The Working Group minutes will be prepared by the Executive Secretary, reviewed by Working Group members, approved by the Chair and distributed to the members.

I. Charter Expiration

This charter will be reviewed annually and updated by the Small Business Working Group as required.

Submitted by:

Diane G. Tabler
Acting Executive Director, TRICARE Management Activity